



# Nuneaton Carnival

Helping *local* charities for over 80 years

Patron: The Rt Hon The Viscount Daventry

[www.nuneatoncarnival.org](http://www.nuneatoncarnival.org)  
email: [Ellen@gentrycars.co.uk](mailto:Ellen@gentrycars.co.uk)

From the office of

Ellen Beston  
Gala Manager (Charities)  
8 Higham Lane  
Nuneaton  
Warks  
CV11 6AG  
Tel: 024 76388562  
Mob: 0780 4669769

October 2011

Dear Carnival Friends

Please find enclosed a 2012 Nuneaton Carnival Gala entry form, risk assessment and checklist.

If you are a **charitable fundraising organisation** and would like to raise some money for your good cause by taking space on the gala field, again this is FREE but we respectfully request a donation of £5.00. Due to pressures for our early notification of completed entries to the Council can I ask that your application is submitted as soon as possible? Sites will be allocated on a first come first served basis, so send it off now to avoid disappointment. Entries after May 7<sup>th</sup> will not be accepted at all.

Both charity and trade space holders must hold valid public liability insurance cover; charity stands please tick the attached form if you do not have at least £5 million cover and would like FREE single day cover from Nuneaton & Bedworth Borough Council (available to bona fide charities only).

A risk assessment will also be required for all entries. Please sign and modify the attached risk assessment if you do not have one (or include your own if appropriate) and declaration of liability. Nuneaton Carnival provides **space only** in all instances. There are no services on site.

Please note that following guidance by Council Officers no generators can be allowed onto the field without prior agreement. All generators should be suitably earthed and a CO<sub>2</sub> extinguisher should be provided in the immediate vicinity, no refuelling is allowed during the Gala. Generators must also be fenced to restrict access from members of the public.

All stalls selling foodstuffs at the event must comply fully with the requirements of the Food Safety Act 1990 and be registered with an appropriate Local Authority. They must also comply with the Food Safety (General Food Hygiene) Regulations 1995 and any amendments thereto and must hold a food safety certificate. You must forward me all relevant copies of your certificates with your application. If any are due to expire please ensure you send me the current copy and then forward me the ones that will cover you for the 10<sup>th</sup> June BEFORE the event date.

Once I have received your completed entry forms (and donation) you will not hear from me again until April unless your forms require further information. Please visit our website at [www.nuneatoncarnival.org](http://www.nuneatoncarnival.org) for more information.

Best wishes

Ellen Beston, Gala Field Manager (Charities)

PTO

**NUNEATON CARNIVAL - Sunday June 10<sup>th</sup> 2012**

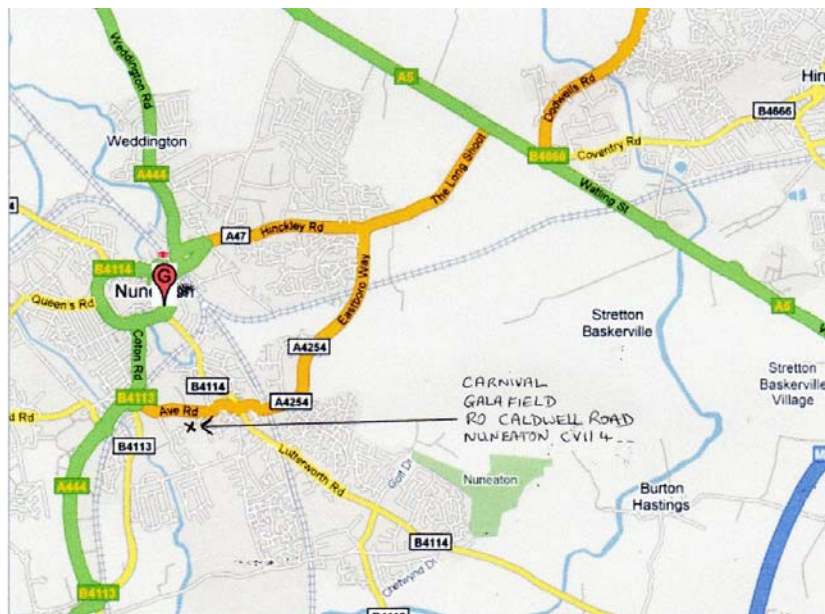
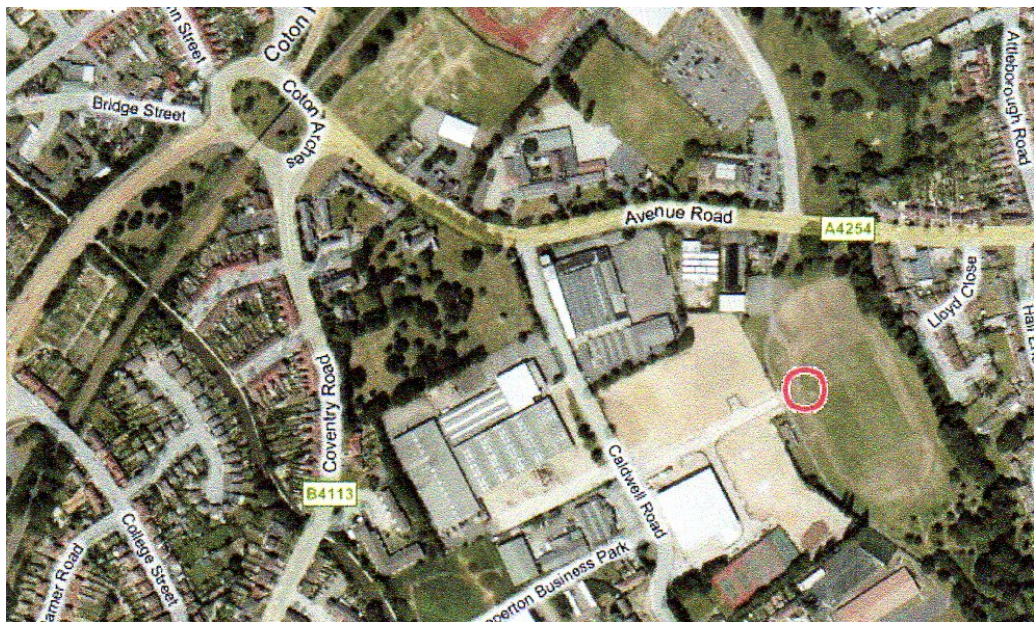
Supported by



and many, many others

# Nuneaton Carnival Gala Field Location 10th June 2012

Post code: CV11 4NF  
Grid Reference: SP 366 906  
Entrance off Caldwell Road



Helping *local* charities for over 80 years  
**NUNEATON CARNIVAL - Sunday June 10<sup>th</sup> 2012**

# NUNEATON CARNIVAL GALA INFORMATION 2012 CHARITY STALLS

The theme for 2012 is "Britain at its Best".

The Gala Field is located off Avenue Road opposite the Pingles and has FREE entry for the public on the day. In addition to attractions and stalls there will be a large funfair and arena displays.

## CHARITY STALLS

- Raise money directly for your cause.
- Charities MUST specify area required (in multiples of 3m X 3m).
- NO services/tables/ stands available. **(Please bring your own cover/ gazebo)**
- NO services (gas, electricity or water) are provided anywhere on site (there are Portaloos).

**ARENA DISPLAYS** - Grass surface arena, PA system with radio mike / music facility.

**OTHER ATTRACTIONS** - PLEASE CALL - we are always looking for new attractions!!

**TIMINGS** - access to field from 7.30am, Procession judging of walkers at 12 noon in arena, first display at 2pm, last display ends around 5.30pm. NO overnight security before or after the event.

**COSTS** Charities Small donation of £5 requested.  
(£10 booking fee may apply for applications after 31 March)  
All cheques made payable to Nuneaton Carnival Limited

**INSURANCE** – Public liability (not employers liability please!) of £5m is required for this event. **For charities** £5m (1 day) Free Liability Insurance is available from Nuneaton & Bedworth Borough Council (tick form enclosed, for details to be sent out in April). Further details may be required for food and sweet outlets, where Food Hygiene, LA registration and Product cover will also be required.

**RISK ASSESSMENTS** - a generic risk assessment and agreement is enclosed for you to sign and modify as required. If you have your own, please send that instead!

**GENERATORS** Diesel generators preferred and must be pre-arranged. Earthing point and CO<sub>2</sub> extinguishers required in vicinity. Petrol generators are only allowed if no refill is required during the event.

**VEHICLES;** There is **NO** on field parking during this event (other than blue badge holders by prior arrangement). Free parking is very close to the entrance of the field and all vehicles should be removed after unloading.

**LOCATION:** See attached map

**FINAL DETAILS AND FIELD PASSES WILL BE SENT OUT IN MAY 2012**

Help Line for charities: contact Ellen Beston on 024 7638 8562 / 078 0466 9769

8 Higham Lane, Nuneaton, Warks CV11 6AG

Or (preferably) e-mail me at: [Ellen@gentrycars.co.uk](mailto:Ellen@gentrycars.co.uk)

Helping *local* charities for over 80 years

**NUNEATON CARNIVAL - Sunday June 10<sup>th</sup> 2012**



**Risk Assessment for stall based activities at Nuneaton Carnival Gala Field Event 2012**  
Please modify to suit your activity and sign the declaration at the end.

Sheet 1 of 3			Score			
Hazard	To whom	Control Measures	Likelihood to harm		Severity of harm	
Stalls or objects falling onto crowd	Public (P) Staff (S) Exhibitors (E) Others (O)	Stallholders check stalls at all times for obvious problems, particularly if weather conditions poor. Place large/ unstable or potentially dangerous objects to rear of stall or remove completely. Stallholders check tables/ gazebos/ goods for stability.	Rare		Minor	
			Unlikely		Moderate	
			Possible		Significant	
			Likely		Serious	
			Almost certain		Major	
			Score			
Hazard	To whom	Control Measures	Likelihood to harm		Severity of harm	
Catering Food Poisoning	P,S,E,O	All caterers to have Food Hygiene Certificates and Public Liability Insurance (copies provided to organisers with application) and also on display to be checked beforehand. If this is not possible they will be asked to leave the site.	Rare		Minor	
			Unlikely		Moderate	
			Possible		Significant	
			Likely		Serious	
			Almost certain		Major	
			Score			
Hazard	To whom	Control Measures	Likelihood to harm		Severity of harm	
Vehicle striking stationary objects or people on field	P,S,E,O	Clear field of vehicles while field officially open to public. Allowed vehicles (disabled stallholders only) to be parked stationary in identified area, with engines off. All vehicle movement on Gala Field before 12:00 Hrs and after 17:00 Hrs unless otherwise specified.	Rare		Minor	
			Unlikely		Moderate	
			Possible		Significant	
			Likely		Serious	
			Almost certain		Major	
			Score			
Hazard	To whom	Control Measures	Likelihood to harm		Severity of harm	
Unloading vehicle carrying equipment to venue, and setting up stall	S,E	Park adjacent to stall with other stallholders in mind. Carry only what you are capable of. Ask for the assistance of others. Ensure table can support weight. Clearly mark any loose cables, ropes and obstructions. Remove vehicle to off-site parking before 12:00 Hrs.	Rare		Minor	
			Unlikely		Moderate	
			Possible		Significant	
			Likely		Serious	
			Almost certain		Major	
			Score			
Hazard	To whom	Control Measures	Likelihood to harm		Severity of harm	
Injuries from holes, fixtures and location items	P,S,E,O	On arrival at venue familiarise yourself with emergency procedures and exits. Be aware of additional risks from slippery ground, guide ropes and gazebo poles. Keep boxes and belongings under tables safely.	Rare		Minor	
			Unlikely		Moderate	
			Possible		Significant	
			Likely		Serious	
			Almost certain		Major	

Sheet 2 of 3			Score			
Hazard	To whom	Control Measures	Likelihood to harm		Severity of harm	
Receipt and collection of cash and cheques. Assault by robbers resulting in injury or mental trauma.	S,E	All monies/cheques received from the public to be put in safe container, as soon as practicable, keeping only small amounts visible to the public.. Where large amounts are envisaged, measures should be taken to periodically remove notes off-site for safe keeping.	Rare		Minor	
			Unlikely		Moderate	
			Possible		Significant	
			Likely		Serious	
			Almost certain		Major	
			Score			
Hazard	To whom	Control Measures	Likelihood to harm		Severity of harm	
Fire Generators Cooking Equipment	P,S,E,O	Check fire prevention equipment (CO2 extinguisher/ Fire Blanket) is present and kept close to generators where applicable. Ask Marshalls for advice if unsure. Catering stalls with cooking facilities to have fire extinguishers and blankets	Rare		Minor	
			Unlikely		Moderate	
			Possible		Significant	
			Likely		Serious	
			Almost certain		Major	
			Score			
Hazard	To whom	Control Measures	Likelihood to harm		Severity of harm	
Heat exhaustion -standing all day (with or without fancy dress)	S,E	Ensure plenty of (free) fluids available. Wear a hat if sunny or hot. Stall is sufficiently manned to take breaks/ sit down and have a drink & something to eat. Location of First Aid area and toilet/ facilities known by all stallholders	Rare		Minor	
			Unlikely		Moderate	
			Possible		Significant	
			Likely		Serious	
			Almost certain		Major	
			Score			
Hazard	To whom	Control Measures	Likelihood to harm		Severity of harm	
Animals -Loose on site, affecting performers and public safety. Public bitten during petting of animals.	P,S,E,O	Only reputable organisations with appropriate training and experience can keep and show animals on the Gala Field. (By previous arrangement only). Ensure animals used to crowds and Gala Field settings, and are suitable for access to children.	Rare		Minor	
			Unlikely		Moderate	
			Possible		Significant	
			Likely		Serious	
			Almost certain		Major	
			Score			
Hazard	To whom	Control Measures	Likelihood to harm		Severity of harm	
Lost Children.	P,S,E,O	Keep child (or reporting parent) close to stall area and inform PA system immediately. A Marshall (Identified by green tabard) will take the child to the PA control area in the first instance. and then taken to HQ (Boy's Club) to be cared for by designated Marshall.	Rare		Minor	
			Unlikely		Moderate	
			Possible		Significant	
			Likely		Serious	
			Almost certain		Major	

## Additional risks identified by stallholder

Sheet 3 of 3			Score			
Hazard	To whom	Control Measures	Likelihood to harm		Severity of harm	
			Rare		Minor	
			Unlikely		Moderate	
			Possible		Significant	
			Likely		Serious	
			Almost certain		Major	
			Score			
Hazard	To whom	Control Measures	Likelihood to harm		Severity of harm	
			Rare		Minor	
			Unlikely		Moderate	
			Possible		Significant	
			Likely		Serious	
			Almost certain		Major	
			Score			
Hazard	To whom	Control Measures	Likelihood to harm		Severity of harm	
			Rare		Minor	
			Unlikely		Moderate	
			Possible		Significant	
			Likely		Serious	
			Almost certain		Major	

### Declaration. (Risk Assessments for stallholders. To be signed by all applicants)

I (We) the undersigned identify that the above risk assessment is appropriate for the stall that I have requested at Nuneaton Carnival Gala Field Event 2012 on Sunday 10th June. I agree to abide by all the control measures I have identified, and to make further controls for risks not identified above, or as determined later by me in respect of the activities I am planning to undertake at this event. If the generic risk assessment is not fully appropriate for the stall based activity proposed, I (We) have made appropriate amendments, or provided a full risk assessment of my own.

I (We) take full responsibility for identifying and controlling any risks arising from my proposed activity, and for any incident or loss arising, under any circumstances, from our activities at the event.

Signed .....

On behalf of .....

Date: .....